



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Motor Equipment

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Accident Report Files

CUTOFF:EOCY

DESCRIPTION: Detailed report of individual Patrol vehicle accidents including repair costs, insurance information, and causal factors.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21346

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Contract Files

CUTOFF:EOSFY

DESCRIPTION: Copies of Missouri Office of Administration contracts related to Motor Equipment Division purchases. Copies. Originals at General Headquarters Budget and Procurement Office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21348

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Fiscal Year Report Data

CUTOFF:EOSFY

DESCRIPTION: Reports provided by Budget and Procurement Division. These reports include detailed appropriation allocation and expenditure information separated by fund, appropriation, and object class. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21349

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Motor Equipment

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Motor Vehicle Ownership History Records

CUTOFF: Life of Vehicle

DESCRIPTION: File containing detailed vehicle information including vehicle description, purchase, assignment, and disposition records as well as vehicle title. This includes the SHP-43 mileage reports. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21344

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Purchase Orders

CUTOFF: EOSFY

DESCRIPTION: Copies of Missouri Office of Administration purchase orders related to Motor Equipment Division purchases. Copies. Originals at General Headquarters Budget and Procurement Office.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21347

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Vehicle Trade Documents

CUTOFF: Life of Vehicle

DESCRIPTION: Forms document where and how vehicles are assigned. Includes but is not limited to Form SHP-45, Report of Equipment Transfer and Form SHP-364B, In Troop Motor Equipment Transfer Record. A copy of these forms are retained in the Motor Vehicle Ownership History Records. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21345

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007